

UNCONTESTED COMPLAINT for CUSTODY Forms and Instructions

1. If both parents agree on a parenting plan for their child(ren) (including legal and physical custody, visitation schedule and child support) that is in the best interest of the child(ren), they can fill out the following forms:

Form Number	Form Name	Number of Forms to File
SHC-118 Word PDF	Uncontested Custody Complaint	1 copy signed by both parents
DR-150	Child Custody Jurisdiction Affidavit	2 copies - 1 for each parent, signed in front of a notary. The court clerk will notarize for free.
DR-305 [Fill-In PDF]	Child Support Guidelines Affidavit	2 copies - 1 for each parent, signed in front of a notary. The court clerk will notarize for free.
DR-314	Information Sheet	2 copies, 1 for each parent
CIV-125S	Case Description Form	1 copy for both parents
SHC-1126 Word PDF	Agreement & Order for Custody and Visitation	fill out everything that applies except for the order part at the end; 1 form for both parents
DR-300 [Fill-In PDF]	Child Support Order	1 copy for both parties; fill out but do not sign
SHC-1063 Word PDF	Joint Motion to Put Settlement on the Record	1 copy signed by both parents
DR-460 [Fill-in PDF] DR-465 [Fill-in PDF]	Final Documents: <ul style="list-style-type: none"> Findings of Fact and Conclusions of Law Custody Judgment 	1 set for both parents; fill out but do not sign and date

Optional Forms Depending on the Situation

DR-306 [Fill-In PDF]	Shared Custody Child Support Calculation	1 form signed by both parties
DR-307 [Fill-In PDF]	Divided Custody Child Support Calculation	1 form signed by both parties
SHC-1342 Word PDF	Joint Motion, Affidavit & Order to Appear and Testify By Telephone	1 Motion & Affidavit form from both parties DO NOT sign the Order
SHC-151 Word PDF	Three-Way Affidavit of Paternity	1 form signed by wife, husband and biological father

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Information required by Judge

- Tax return, most recent unless judge asks for more
 - Current pay stubs for last 2 months
2. Make 2 copies of all completed forms. Each party keeps a copy for their records.
 3. File the original completed forms at your local court.
 4. Pay the [required fee](#) or submit the Request for Exemption from Payment of Fees, [TF-920](#).
 5. The court will give you a Domestic Relations Procedural Order when you file. This document is the first Order from the judge. Please read it carefully.
 6. Wait for the court to schedule a hearing to put your agreement on the record.
 7. Call the Family Law Self-Help Center with any questions at (907) 264-0851 or (866) 279-0851 (in Alaska, but outside the Municipality of Anchorage).

Parent Education: For cases involving child custody and visitation, you must:

- (1) watch the *Listen to the Children* video at the courthouse, or
- (2) complete the web-based class *Children in Between*.

This requirement must be satisfied **before** the entry of the final decree in the case. See <http://courts.alaska.gov/shc/family/shcparent-ed.htm>.